

# Parents' Pack

## Apprenticeship Information



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# George Clarke's apprenticeship advice to parents



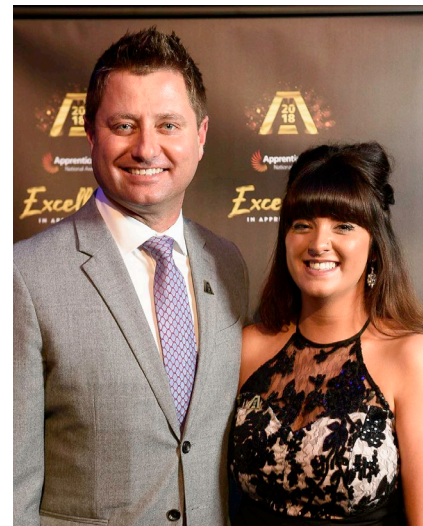
George Clarke, best known for the TV show 'Amazing Spaces' on Channel 4, gives his advice to parents on apprenticeships

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At the recent National Apprenticeship Awards 2018, we spoke to co-host George Clarke about all things apprenticeships. George spoke passionately about his own apprenticeship experience and had some great advice for parents with a child considering an apprenticeship.

"Go for it, do your research, make sure your child is happy. That's the most important thing. I think they've got to have a passion or a flair for a subject, whatever it might be - whether it's the army, whether it's construction, they've got to have that passion there in the beginning. You just can't push them into that, it's got to come from them. It's got to come from within. Just go for it."

**George Clarke**  
**'Amazing Spaces', Channel 4**



George Clarke with awards co-host Lois McClure, North West YAAN Chair

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## Contents

### December Parents' Pack

Using down time to get a step ahead	3
Exciting new apprenticeship standards	4
If at first you don't succeed, try, try again	5
Does the size of the employer matter?	6
The Government Economic Service Degree Apprenticeship Programme	7
Employer advice with Sky	8
Higher and Degree apprenticeship vacancy listing 2018/19	8

# Using down time to get a step ahead

Helping your child recognise their skills and qualities

The next few weeks can be a fantastic time to help your child to reflect on what they might want for their future and to start to get their apprenticeship application ready. Many employers will ask candidates to provide examples of times when they have demonstrated a particular skill or quality.










Help your child to work through the list below and think about the examples that they could use.

Skills and qualities the employer might be looking for	What would you use as an example?
<b>Communication skills</b>	
<b>IT skills</b>	
<b>Attention to detail</b>	
<b>Organisation skills</b>	
<b>Customer care skills</b>	
<b>Problem solving skills</b>	
<b>Presentation skills</b>	
<b>Administrative skills</b>	
<b>Number skills</b>	
<b>Analytical skills</b>	
<b>Being logical</b>	
<b>Team working</b>	
<b>Being creative</b>	
<b>Using initiative</b>	
<b>Non-judgemental</b>	
<b>Patience</b>	

# Exciting new apprenticeship standards

New apprenticeships are being developed and released all the time through The Institute for Apprenticeships. The list below shows some of the brilliant new apprenticeship standards available.

Find out more here: [www.instituteforapprenticeships.org/apprenticeship-standards](http://www.instituteforapprenticeships.org/apprenticeship-standards)

Agriculture, environment and animal care	Land-Based Servicing Engineer Technician 	Providing advanced technical support and guidance across a diverse range of plant and equipment in sectors such as agriculture, horticulture, forestry and outdoor power.	3 (advanced)
Business and administration	Dental Practice Manager 	Managing all non-clinical aspects of a dental surgery, leading the practice team and achieving excellent patient care and cost efficiency.	4 (higher)
Care services	Lead Adult Care Worker 	Leading frontline care for vulnerable adults within their own homes, day care centres, residential and nursing homes and other healthcare settings.	3 (advanced)
Catering, hospitality and events	Commis Chef 	Preparing food and carrying out basic cooking tasks in every section of a kitchen under the supervision of a senior chef.	2 (intermediate)
Creative arts, media and design	Broadcast and Media Systems Engineer 	Work at the heart of the transmission process from the production studio through to the home screen/radio/streaming device.	6 (degree)
Digital	Cyber Security Technologist 	Managing and dealing with cyber threats, hazards and risks to protect an organisation's IT systems and staff from harm.	4 (higher)
Education and childcare	Children, Young Peoples and Families Practitioner 	Working with children, young people and families, including carers, to achieve positive and sustainable change in their lives.	4 (higher)
Engineering and manufacturing	Aerospace Engineer 	Creating aircraft components and equipment, specialising in a specific engineering discipline (for example – airframe, design and stress, systems integration, support engineering or manufacturing engineering).	6 (degree)
Hair and beauty	Hair Professional 	Working as a barber or hairdresser to provide hair cutting, styling and grooming services for men and women.	2 (intermediate)

# If at first you don't succeed, try, try again

Apprenticeships are real jobs and therefore individuals will need to participate in a competitive application, recruitment and selection process. For some employers this could be a fairly short process of an application and interview, but for other positions this could mean months of working through multiple application stages and activities. It is likely that your child will need to apply for a few vacancies before they are successful in securing the perfect apprenticeship for them.

Below are a few recommendations of how to keep your child on track to securing an apprenticeship that they will be happy in.



## 1. REMAIN POSITIVE

Positivity is key when searching for an apprenticeship, especially after facing setbacks. Reassure your child that these are competitive places and in no way have they failed by not getting the first apprenticeship that they apply for. Try to encourage them to reflect on what went well and anything they might change for future applications.



## 2. STAY ENGAGED

After facing rejection, it can be difficult to remain enthusiastic and excited about opportunities. Help your child to stay engaged with the application process by searching for vacancies with them. You can receive alerts for new vacancies by registering on Find an apprenticeship:

<https://www.gov.uk/apply-apprenticeship>



## 3. SEEK ASSISTANCE WITH THE APPLICATION PROCESS

A second pair of eyes is always helpful when checking through an application. This can be a useful way of spotting any grammatical or spelling errors, as well as making sure your child has answered the questions appropriately. A teacher or careers leader at your child's school or college is a good place to get some constructive feedback on an application.



## 4. PRACTICE MAKES PERFECT

If there is an element of the application and recruitment process that your child is anxious about, try and take some time to practice this with them. For example, you could ask them mock interview questions or help them to practice a presentation. If they don't want to be interviewed by you, perhaps ask a family friend.



## 5. CHECK OUT VACANCY SNAPSHOT

Vacancy Snapshot features virtual profiles for some of the UK's top employers. They have listed top tips for their application processes and give a unique insight into what they are looking for. Even if your child is applying to a smaller employer, these profiles may give your child some inspiration on how to approach the application process and which of their personal qualities they may wish to focus on in their written applications.

<https://amazingapprenticeships.com/vacancies>

# Does the size of the employer matter?

From high-profile international blue-chip companies to the businesses on your local high street, many organisations offer exciting apprenticeship opportunities. Each employer will offer a different apprenticeship experience, so seeing the value in working for both a small and large business is essential. We asked some apprentices to share their thoughts with us...

## Benefits of working for a small business

"The best thing about being in a smaller business is that you get a really personal experience. You will spend a lot of time with your colleagues, and will get to know the business owner really quickly too"

"In a smaller team, everybody knows everybody, so this is a nice way to get used to the world of work in a comfortable environment"

"A small team doesn't mean you won't be able to socialise. There are lots of opportunities including the Young Apprentice Ambassador Network which is a great way to meet lots of like-minded apprentices"

"In a small business you can contact your line manager really quickly. If I ever need help with something, they are there straight away and will always make sure that I'm happy in my role"

"I love that in my apprenticeship, we get involved in lots of different tasks. I've been able to work on marketing, finance, business development and research and I've only been there 6 weeks!"

"When you do a good job it gets noticed (and rewarded) pretty quickly!"

"I work in a small company and I've already had three pay rises in my first year"

## Benefits of working for a large business

"My company were really good at helping me to relocate. When I applied for the position I asked them about support available and they were able to put me in touch with their apprentice support team"

"I found the application process easier because I work for a big employer and they had a really clear recruitment process on their website"

"When I started my apprenticeship, there were 20 of us all starting at the same time which meant that I instantly had 19 new friends. We play in sports teams and have even tried to organise a group holiday"

"The salary really attracted me to this position. I found that sometimes the wages are more competitive in a large organisation as I guess they're hoping to attract the best talent possible"

"I think I'm going to get really good career progression. I can apply to work at different sites and might even be able to move abroad one day"

"I work for a recognised brand, which I think will look great on my CV in the future"

"As part of my apprenticeship I will be able to rotate every 6 months through different departments"

# The Government Economic Service Degree Apprenticeship Programme

## Guidance for Parents



### What is it?

The Government Economic Service Degree Apprenticeship Programme (GES-DAP) is an opportunity for your child to work in a central government department or agency on some of the most important social, environmental and economic issues our country faces – while studying for a degree in economics with the University of Kent.

Your child can shape a career that fits them. This is a diverse programme which means your child can figure out what they like, and what they don't like. Economics is such a broad subject that can be applied across so many sectors. A degree and practical experience will help your child understand all of the opportunities open to economists.

We have a culture that supports all, no matter their background or ambitions. Your child will have the opportunity to be part of a fun community, with many social events and plenty of chances to make friends with both students and other colleagues.



Joint head of the Government Economics Service and Chief Economic Adviser at HM Treasury, Clare Lombardelli said: "We are delighted to launch this new programme, which we hope will create new opportunities for talented young people from all parts of the communities we serve to consider economist careers in Government."

Sam Beckett, joint head of the GES and Director General in BEIS said:

"This is an exciting new initiative for the economics profession. I am looking forward to working with the new apprentices who will join us next year - and hope to see other employers launching similar programmes in the months to come."

### Why economics?

- It can teach your child the skills to make well informed decisions and solve problems
- It is always relevant as it looks at the world around us
- Extremely varied and leads to a wide range of careers, such as journalism, analysis and policy advisory
- It is one of the highest paid professions



### Applying to GES-DAP

Applications are now open and interest must be registered before the 20th January 2019. Applications can be made via: <https://www.civilservicejobs.service.gov.uk/csr/jobs.cgi?jcode=1612169>

Your child will then be invited to complete a series of online tests including numerical reasoning, verbal reasoning and Civil Service Judgement tests. Don't worry, there will be practice tests to help your child prepare! The results of these tests will be used to decide if your child can progress to the next step of the selection process, which is a short, written application. This written application will determine if your child will continue to the final stage of the application process which is an Assessment Day.

Those who are successful, will go on to begin their apprenticeship in September 2019.

For further information about the Government Economics Service Degree Apprenticeship Programme, email: [gesrecruitment.gsr@cabinetoffice.gov.uk](mailto:gesrecruitment.gsr@cabinetoffice.gov.uk) or follow us on Twitter: [https://twitter.com/GES\\_UK](https://twitter.com/GES_UK) and Facebook: <https://www.facebook.com/GovEconService> where you can find out more about our exciting economists careers.

# Assessment centres in Sky

Ellis Leaf, Early Careers Partner at Sky gives tips on preparing for an assessment centre as part of their application process



If candidates are successful at application and interview stage, they will be invited to an assessment centre. The format of your day with us will vary depending on what area of the business you've applied for, but don't worry - we'll let you know what you need to prepare in plenty of time in our pre-assessment call. The day will include:

## STAGE 1. SPEED INTERVIEW

We are looking for your passion and knowledge for Sky in the specific area that you've chosen. You will be assessed on Sky Purpose and Values, so research and preparation is key.

**TIP:** Try and have authentic answers that show you're passionate about the apprenticeship you're applying to, align them with our Purpose and Values and don't forget to ask your interviewers some questions too – they are likely to be in the team you will be working in!

## STAGE 2. GROUP EXERCISE

We want to see how you interact with others and how you perform in a team. This means that you'll need to make sure you contribute, show us whether you can be proactive without being domineering and if you can listen. Most of all, we want to see you shine and be yourself.

**TIP:** Be proactive and back up your opinions with reasoning and remember it's a group exercise so we want to see how you communicate and interact with the other candidates.

## STAGE 3. A WORK-RELATED TASK

You'll be provided with all the information you need to complete this task on the day, but try to familiarise yourself with the role you have applied for. This is your chance to show us not only your passion for Sky and your chosen business area, but also what you can bring to the department you're interested in. Above all, we are looking for your enthusiasm for wanting to work for Sky.

**TIP:** Note down some bullet points that you can refer to during the task, don't be afraid to ask questions, relax and make note of timings to make sure you stick to the allocated time.

Assessment centres can be nerve wracking but you're assessing us just as much as we're assessing you. Don't feel worried – it's your chance to see if you'd like to work here. Be yourself and enjoy the day, this is your chance to shine!

# Higher and Degree apprenticeship vacancy listing 2018/19

The Higher and Degree Apprenticeship Listing showcases thousands of vacancies from various employers starting in 2019. You can apply for these apprenticeships and a place at university at the same time.

Higher and Degree apprenticeships are widening access to the professions bringing together the very best of higher and vocational education. Degree apprenticeships give you the opportunity to attain a degree from some of our best universities whilst training in a top flight career. Tuition fees are paid for by your employer and the government and you will be learning and earning a salary from day one. To download a copy of the listing please visit:

<https://www.gov.uk/government/publications/higher-and-degree-apprenticeships>

